

NEWBERRY COLLEGE TOBACCO PREVENTION POLICY





TIPS: Tobacco Intervention and Prevention Strategy
To Better the Health of Newberry County

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INTRODUCTION

A Resource Guide for Tobacco Free Campuses

Administrators are taking another look at the issue of smoking in the academic setting. No longer is second hand smoke (SHS) merely an issue of annoyance. Since 1993, SHS has been classified by the Environmental Protection Agency (EPA) as a Class A carcinogen, a classification used only for substances proven to cause cancer in humans. SHS is now both a health and liability issue for administrators. Designated indoor smoking areas that expose nonsmokers to SHS should now be thought of as designated areas of liability (ie. Americans Disability Act)

Most college administrators would like to provide a healthier academic environment, but many are apprehensive about implementing new tobacco policies. With assistance and resources from the Newberry County TIPS Program and South Carolina DHEC's Palmetto Health District and Division of Tobacco Prevention and Control, the process of going tobacco free can be an easy transition and not a financial burden.

This manual contains resources to be used in conjunction with workshops and trainings offered by the previously mentioned partners. This manual is not intended to be prescriptive but rather to serve as a proposed guideline for tobacco prevention policies. Health issues, liability issues and the economic aspects of SHS are topics not within the purview of this manual but are subjects to be offered in the workshop presentations. Cessations programs, as well will be discussed in these programs.

Funding for the TIPS Program and Resource Center is provided by the South Carolina DHEC, Division of Tobacco Prevention and Control, and the National Tobacco Control Program, Office on Smoking and Health, US Centers for Disease Control and Prevention

TEN STEPS TO SUCCESS

How to Plan and Implement a Tobacco Prevention Policy

Establishing a college campus tobacco policy requires careful planning. Here are ten steps that will help lead you to success.

1. Research the Issue and Provide Proposed Guidelines
2. Educate campus
3. Gain Campus Support (Administration, Faculty, Staff and Student)
4. Form a Campus Tobacco Task Force
5. Develop the Policy
6. Prepare a Timeline
7. Publicize the Policy
8. Implement and Enforce the Policy
9. Evaluate Policy Success
10. Maintain and Revise the Policy

HOW TO PLAN AND IMPLEMENT A TOBACCO-FREE POLICY

Research the Issue:

- Find out as much as you can about the following topics:
- Health effects of SHS - [Attachment](#)
- History of complaints and smoking behavior among your staff, faculty and students - [Attachment](#)
- City and county smoking ordinances - [Attachment](#)
- Union contracts, insurance coverage, fire laws, existing ventilation systems, existing tobacco policy, and any other contracts or regulations that might be affected by change - [Attachment](#)
- Current costs of smoking on your college campus in terms of health care, loss of productivity, and legal liability - [Attachment](#)
- Liability cases, if any, brought against your campus or other South Carolina campuses - [Attachment](#)
- Examples of college campuses with successful tobacco free policies - [Attachment](#)

Gain Administration and Key Decision Maker Support:

Identify the organization's key decision makers, and solicit their support for the policy. Present logical, concrete information; stress health, liability and economic issues.

Gain Faculty, Staff and Student Support:

- Determine faculty, staff, and student attitudes and interest levels concerning tobacco free policy
- Establish a task force of approximately 10 members (include smokers and nonsmokers) to make recommendations about the policy
- Potential task force members should include: Students, faculty, staff, administrators, wellness/health services, security personnel, RHDs, athletic department staff

Develop the Policy

Include faculty, staff and students, both smokers and nonsmokers. The process of policy development should foster a sense of teamwork and commitment to the policy, thus ensuring future compliance.

Prepare a Timeline

Create a timeline that allows for a transition period. Ideally, the new policy should be publicized three months prior to the policy's effective date to allow smokers to prepare for changes and to permit any facility changes that need to be made. Examples of facility changes include removal of cigarette vending machines, prohibit sale of tobacco products on campus, strategic placement of ashtrays, and placement of signs that designate areas as "Tobacco Free". Ongoing cessation support is an important component for implementing a successful tobacco prevention campus policy and should be offered in conjunction with the announcement of the policy. - [Attachment](#)

Publicize the Policy

Give a written copy of the policy to each task force member. Include a letter of support from the Newberry College president. Give the policy exposure in the college newsletter, bulletin boards and in meetings. Policy should be posted in multiple venues: all college publications, student handbooks, policy manuals, newsletters, website, student newspaper, and athletic publicity materials. The policy should also be integrated with the freshman orientation, first year encounters program, staff trainings, parent and alumni newsletters, and housing applications.

Implement and Enforce the Policy

Encourage the faculty and staff to take a firm stand in establishing enforcement of the policy. Identify personnel responsible for enforcement and monitoring of the policy. When dealing with repeated violations, administrators may choose to take the following action: 1) Verbal warning, 2) written warning with fine, 3) suspension. Consistency in the enforcement is vital to the success of the policy.

Evaluate Policy Success

Short term:

- Monitor comments from faculty, staff and students, both positive and negative, verbal and written
- Monitor records to determine compliance
- Conduct a follow-up survey of employee/student attitudes toward policy (survey included in manual)
- Monitor faculty, staff and students illness and absenteeism rates
- Monitor enrollment in cessation programs

Long term:

- Monitor health insurance claims to evaluate the long-term effects of the policy
- Monitor records to determine compliance
- Monitor employee/student smoking cessation rates
- Conduct follow-up survey to determine faculty, staff and student attitudes
- Document number of volunteers trained in cessation counseling

Maintain the Policy

The task force members should review the feedback and make recommendations for policy revisions.

Basic Requirements for Policies

- Discuss reasons for having a policy: health risks, campus morale, etc.
- Be specific about to whom the policy applies to everyone to include employees, visitors, volunteers, contract service employees, customers/clients, athletic spectators, etc.
- Be specific that the policy applies year round
- State explicitly where smoking areas are located (unless the college has an entirely tobacco-free campus).
- Give specific date for policy initiation and include approximately six months transition time
- Offer cessation help for smokers who want to quit
- Discuss the importance of task force's input and participation
- Outline enforcement policy
- Make all employees, students and visitors aware of the policy through various venues
- Plan an annual evaluation of the policy; consider changes that may need to be made.

Additional Options to Include in Policies

- Mention (if applicable) that smoking may be harmful in the work environment and may be a safety hazard.
- Make specific references to tobacco-free areas about which there may be confusion – for example, parking garages, skywalks, walkways and tunnels that connect buildings.
- Address smokeless tobacco in the policy (snuff, chew, etc)
- Include guidelines for proper maintenance and cleanliness of the area, as well as the right of the administration to eliminate the smoking area at its discretion if the guidelines are not met.
- Mention (if applicable) the removal of cigarette vending machines and the sale of tobacco products from campus grounds.

Two Classifications of Tobacco Policies

Version I

Tobacco-free Campus

The best method of protecting individuals from the dangers of SHS is to create a totally tobacco-free environment inside campus buildings as well as outdoors on campus grounds. This is the easiest and least expensive policy to implement and maintain.

Version II

Tobacco-free Facilities and Campus owned vehicles

Creating a tobacco-free environment inside campus buildings eliminates an individuals' exposure to SHS. Incorporation of 25 feet entrance restrictions further eliminates SHS exposure, ensuring a healthy working, learning and living environment. Providing tobacco-free vehicles reduces exposure to the residual effects of second hand smoke.

ATTACHMENT

Version I: Tobacco-free Campus

Newberry College is dedicated to providing a healthful, comfortable, and productive work and study environment for all faculty, staff and students.

As reported by the Environmental Protection Agency (EPA), second hand smoke (SHS) is responsible for an estimated 53,000 deaths per year in nonsmokers. In addition, the US Surgeon General's 1986 report, *The Health Consequences of Involuntary Smoking*, concluded the following: **Involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers. The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of the nonsmoker to SHS.**

In light of these findings, **Newberry College**, shall become entirely tobacco-free, effective _____ (date).

Smoking will be strictly prohibited within business-owned or leased vehicles, in buildings, and on the grounds. This applies to offices, hallways, waiting rooms, restrooms, lunchrooms, elevators, meeting rooms, community areas, and all grounds and property of **Newberry College**. This applies to all faculty, staff, students, clients, contractors, and visitors. The policy is in effect during and after campus hours as well as college sponsored events.

Copies of this policy will be distributed to all faculty, staff, and students. "Tobacco-free Area" signs will be posted throughout the campus. Motor pool vehicles will be equipped with tobacco-free clings. This policy will be introduced over a period of six months to provide a smooth transition to a tobacco-free campus. Employees and students who smoke and would like to quit are invited to participate in smoking cessation programs offered by Newberry County TIPS Program.

The success of this policy depends upon the thoughtfulness, respect and cooperation of everyone. All faculty members, staff and students share the responsibility of following and enforcing the policy. Any problems should be referred to the designated representative. Staff, faculty and students who do not comply with this policy will be subject to the disciplinary action. Contact _____ (name) if you have questions _____ (number)

Newberry College President

Date

Version II: Tobacco-free Buildings

Purpose of Policy

It is the philosophy of **Newberry College** to provide its employees and students with a working, learning and living environment that offers the opportunity and resources to optimize their personal health and well-being. Since SHS has been classified as a Group A carcinogen (cancer causing agent) with no safe level of exposure, and due to an estimated 53,000 deaths annually in nonsmokers, it is this intent of **Newberry College** to promote and encourage a tobacco-free environment

Extent of Policy

The tobacco-free policy applies to all facilities and vehicles owned or leased by **Newberry College**.

Smoking is permitted on campus grounds provided that it occurs **beyond 20 feet** of any building entrance or in the external designated smoking areas. Employees who chose to smoke within the designated areas must do so at their regularly scheduled breaks or meal periods. No additional time from work shall be authorized for this activity. All employees, students and visitors are expected to abide by the terms of the Tobacco Campus Policy, both during and after campus hours and all college sponsored events. This policy applies to all visitors as well.

Implementation

A transition time will be in effect for six months prior to implementation date. During this time all faculty, staff and students will receive copies of the policy. Information regarding available smoking cessation resources will be provided to interested employees.

Supervisory Responsibility

Although the policy requires the cooperation of the entire college, a designated college representative will be responsible for ongoing compliance with the Tobacco-free Campus Policy within their designated areas. They are expected to adhere to standard practices in resolving issues of nonconformance. Policy violation will result in disciplinary action.

Newberry College President

Date

Pros and Cons of Tobacco Policies

TOBACCO-FREE (Version I and II):

Smoking is not allowed inside any building or campus owned or leased vehicle.

Smoking is entirely prohibited or occurs only at designated outdoor locations.

PROS

- Complies with all laws and ordinances
- Reduces SHS exposure for all employees
- Provides best health and safety benefits for employees
- May reduce the number of cigarettes smoked by faculty, staff and students; may encourage quitting
- Decreases maintenance costs
- Sends a clear message to faculty, staff and students
- Allows for the easiest administration and enforcement
- Requires minimal costs for implementation

CONS

- May incur costs if outdoor smoking shelters (butt huts) are constructed
- Inconveniences faculty, staff and students who smoke
- If policy is not enforced, may result in smokers being disproportionately absent from work stations

Key Principles of Successful Tobacco-Free Policy Implementation

- Focus on smoke, not on the smoker
- Focus on health and safety regarding SHS, not individual rights
- Obtain administrative commitment and support.
- Provide training for policy communication and enforcement
- Provide real and visible opportunities for faculty, staff and student participation in policy planning and implementation
- Educate the college community about the hazards of combining SHS and materials used in work processes
- Allow four to six months from the time of the announcement to implementation depending on the size of the organization and the magnitude of change from the old policy to the new policy
- Plan to implement the policy in conjunction with national events such as the American Cancer Society's Great American Smoke-out in November or around New Year's Day
- Create an environment that celebrates the policy by providing faculties, staff and students with incentives on the official day of implementation.
- Ensure that restrictions and enforcement are equitable across campus categories
- Offer cessation opportunities for faculty, staff and students before and after policy change
- Offer incentives to enhance motivation to stop smoking
- Enforce SHS policy just as any other policy would be enforced. Provide training in enforcement. Do not differentiate between smoking breaks and any other kind of break
- Anticipate unintended effects (concentration of smokers in designated areas)
- Work with and involve unions in policy development and implementation when applicable

Faculty, Staff and Student Survey About Smoking on Campus

Please indicate the extent to which you are bothered by cigarette smoke at work/school:

- | | |
|--|--|
| <input type="checkbox"/> Frequently bothered | <input type="checkbox"/> Seldom bothered |
| <input type="checkbox"/> Occasionally bothered | <input type="checkbox"/> Never bothered |

If you are bothered by smoke at work/school, in what way are you bothered? (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Eyes, nose or throat irritation | <input type="checkbox"/> Concern for long term health |
| <input type="checkbox"/> Interference with work performance | <input type="checkbox"/> Headaches |
| <input type="checkbox"/> Pregnancy-related health concerns | |
| <input type="checkbox"/> Other: Please specify: _____ | |

What is your opinion of a tobacco policy for your campus?

- | |
|---|
| <input type="checkbox"/> Campus grounds should be entirely tobacco-free |
| <input type="checkbox"/> The buildings should be entirely tobacco-free |
| <input type="checkbox"/> Smoking should be allowed in rooms (with separate ventilation) dedicated only to smoking – Please specify where: _____ |

Please indicate your current smoking status:

- | | |
|---|---|
| <input type="checkbox"/> Currently smoke cigarettes | <input type="checkbox"/> Currently smoke pipe/cigar |
| <input type="checkbox"/> Used to smoke | <input type="checkbox"/> Never smoke |

For Current Smokers Only

Would you attend a campus-offered program to help you stop smoking?

- | | | |
|------------------------------|-----------------------------|--------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Maybe |
|------------------------------|-----------------------------|--------------------------------|

If smoking were banned on campus, how would this affect the amount you currently smoke?

- | | |
|---|--|
| <input type="checkbox"/> It would not affect it | <input type="checkbox"/> I would smoke less |
| <input type="checkbox"/> I would smoke more at home | <input type="checkbox"/> I would try to quit |

Thank you for your cooperation!

Follow-up Survey for Campus Smoking Attitudes and Behavior

What is your smoking status? Check one:

- ☐ Currently smoke cigarettes
- ☐ Currently smoke pipe/cigar
- ☐ Former smoker (stopped before tobacco policy adopted)
- ☐ Former smoker (stopped after tobacco policy adopted)
- ☐ Never smoked

What is your opinion of the tobacco policy at your campus? Check one:

- ☐ Not strict enough
- ☐ Reasonable
- ☐ Too strict

What is your opinion of environmental tobacco smoke (SHS)? Check one:

- | | |
|---|---|
| <input type="checkbox"/> Definitely harmful | <input type="checkbox"/> Probably harmful |
| <input type="checkbox"/> Not harmful | <input type="checkbox"/> Not sure |

For those who smoked at the time the tobacco policy was implemented

Have you enrolled in a smoking cessation program? Check one:

- ☐ Yes, I have enrolled
- ☐ No, but I am planning to enroll
- ☐ No, I have not enrolled

How has the tobacco policy affected your smoking? Check one:

- | | |
|--|---|
| <input type="checkbox"/> I smoke less overall | <input type="checkbox"/> It has not affected me |
| <input type="checkbox"/> I smoke less at work/school | <input type="checkbox"/> I quit smoking |
| <input type="checkbox"/> I smoke more overall | <input type="checkbox"/> I am trying to quit |
| <input type="checkbox"/> I smoke more at work/school | <input type="checkbox"/> I smoke less at home |
| <input type="checkbox"/> I smoke more at home | <input type="checkbox"/> I only smoke outdoors |

Thank you for your cooperation!

TOBACCO CONTROL WEBSITE RESOURCES

Campaign For Tobacco Free Kids – www.tobaccofreekids.org

The American Lung Association – www.lungusa.org

The American Cancer Society – www.cancer.org

The Centers for Disease Control – www.cdc.gov/tobacco

South Carolina Department of Health and Environmental Control
Division of Chronic Disease - Tobacco Control

- Sharon Biggers – (803) 898-0926
- Hellen Dekle – (803) 898-0726
- Dr. Katy Wynne – (803) 898-0928
- Suzanne Henson – Palmetto Health Division – (803) 576-2854

Smoking Cessation Programs Offered in the Palmetto Public Health District

(Lexington, Richland, Fairfield and Newberry)

Compiled by Suzanne E. Henson, MPH, CHES

Tobacco Health Educator

PPHD, DHEC: (803)576-2854

1. **Free Yourself From Smoking-** Palmetto Health Alliance
 - Serves residents of Fairfield, Lexington, and Richland Counties
 - No referral necessary
 - Must be 18 years old or older
 - Medical consultations
 - Free 3-month supply of Zyban or the Patch
 - Participants must attend 6 classes over 3 weeks
 - Services are free
 - * Contact (803) 296-2273 to sign-up or receive more information.
2. **Smokeless-** Health Directions at Lexington Medical Center
 - No referral necessary
 - 7 session program that meets for 4 weeks
 - Group setting
 - Behavior Modification
 - No nicotine replacement therapy provided
 - Classes are offered in the winter, spring, and fall
 - Cost of \$125
 - * Contact Leesa Stout at (803) 791-2113
3. **Breather's Choice-** Newberry Co. Memorial Hospital Wellness Center
 - No referral necessary
 - 8 week program offered in January, May, and September
 - Uses American Lung Association's "Freedom from Smoking"
 - Medicine and patches available upon request
 - Cost of \$195
 - * Contact Diane Dillingham at (803) 405-7484
4. **Tobacco Intervention and Prevention Strategy (TIPS) Program-**
Newberry County
 - 5 week program
 - Individual and worksite counseling
 - Flexible setting
 - Uses American Cancer Society's "Fresh Start"
 - No nicotine replacement therapy provided
 - Free service
 - * Contact Renee' Martin at (803) 364-1011 ext. 197

Smoking Cessation Programs Offered in the Palmetto Public Health District

(Lexington, Richland, Fairfield and Newberry)

Compiled by Suzanne E. Henson, MPH, CHES

Tobacco Health Educator

PPHD, DHEC: (803)576-2854

5. **Tobacco Education and Community Health (TEACH) Program-** Fairfield County
 - Serves Fairfield County residents
 - No referral necessary
 - 6 week program meets Tuesdays at 6pm
 - Group setting
 - No cost to participate
 - Can provide the Patch or Gum at \$20 for a 2-week supply
 - * Contact Kathy Moore at (803) 635-2335

6. **Smoking Cessation Classes-** Providence Hospital
 - No charge
 - No referral necessary
 - Classes offered on an as needed basis (must have 8 participants)
 - * Contact Laura Herbert at (803) 256-5465

7. **Fresh-Fit: Personal Stop Smoking Workshops**
 - No referral necessary
 - No age requirement
 - \$75 fee for 10 sessions
 - Free orientation session
 - Addresses the skills, resources, and social support needed to quit successfully
 - Nicotine Replacement Therapy available for an additional cost
 - Allows participants to develop the quit plan that meets their individual needs
 - * Contact Joel Urdang at (803) 345-7867

Revised 2/11/03

Institution	Type of Policy	Details of ETS Policy	Enforcement	Cessation Services Offered
Anderson College	Written policy	Tobacco products prohibited in all college bldgs. And confined to designated outside areas (includes residence halls)	1 st offense - \$25 2 nd - \$100, disciplinary action and notify parents 3 rd – suspension from residence halls	
Charleston Southern University	Written policy	Smoking in any campus bldg. Or facility		
Coastal Carolina	Written policy	Prohibited in univ. bldgs. Except in designated areas or enclosed priv offices; public smoking areas must have signage displayed; allowed in residence halls with roommate permission; no smoking in dorm common areas	Failure to get consent of roommate - subject to disciplinary action	
Coker College	Written policy	Prohibited in all instructional and campus bldgs. Except for private offices, individual dorm rooms that are not substance free; allowed in all other indoor and outdoor and outdoor areas	Campus community to remind offenders, habitual offenders may be reported to Student Services Office, complaints against faculty and staff referred to supervisor	

			(ranges from written warnings to suspension or expulsion)	
Columbia College	(Could not find written policy)	No smoking in any bldg.s including dorms		
Columbia International University	Written policy	The use of tobacco is prohibited		
Converse College	Written policy	All bldg.s and dorms smoke-free with only designated smoking areas outside and away from entrances where ashtrays are present; smoking is allowed in private offices with door closed with air filter operating; allowed in Sneakers Coffee Shoppe during special events not meals		
		No smoking in any bldg., limited outdoor usage to designated areas, entrance restrictions for bldg.s		
Ersine College	(Could not find written policy, but spoke to Dean of Students)	No smoking in dorms and bldg.s		
Furman University	Written policy	Smoking prohibited in all	Complaints against faculty or	Provides access to

		indoor areas including private offices; hazardous areas, stadium offices, concession stands, press box, gym, and dorms, only allowed on porches and balconies of dorms; permitted outdoors except for stands during games; prohibited in motor pool cars for checkout, is allowed in vehicles assigned to employees	staff referred to supervisor; students smoking in nonsmoking area to be directed to correct area, students to follow procedures in student handbook	smoking cessation programs for employees and student who currently smoke
N. Greenville Coll	Written policy	Tobacco products are prohibited on campus (includes chew, snuff, cigarettes, and herbal type products; no students may use tobacco products at any time to include college sponsored athletic events		
Presbyterian College	Written policy	Smoking not allowed in any bldgs. On campus excluding dorm rooms and		

		fraternity court, Barron Hall, Grotnes Hall, and 4 th floor of Clinton Hall are smoke-free		
SC State University	Written policy	Smoking prohibited in all areas of any Univ. bldg. Leased or operated under the Univ. except for theatrical productions; does not apply to bldgs. Or dorms leased to other indiv., organizations or corps.	Subject to disciplinary action and penalties provided by SC Clean Indoor Air Act of 1990	
Winthrop College	Written policy	No smoking or use of tobacco products in dorm rooms or any public areas on designated floors of dorms, also prohibited in common areas on all floors in all dorms, some dorms allow smoking		